



## CITY OF GREEN BAY PERSONNEL POLICY

<b>Policy Title</b> Solicitation and/or Distribution of Materials to Employees	<b>Policy Reference</b> Chapter 28
<b>Policy Source</b> Human Resources Department	<b>Legal Review Date</b> October 15, 2013
<b>Personnel Committee Approval</b> November 12, 2013	<b>City Council Approval</b> November 19, 2013

- 28.1 Solicitation of employees or distribution of advertising materials, handbills, or printed advertisements or materials of any kind to employees through e-mail, or inter-office mail or by standing at a doorway and handing out information on the premises of the City of Green Bay is prohibited.
- 28.2 Solicitation by one employee of another employee for any purpose is not permitted while either employee is on work time. Distribution by City employees of advertising materials, handbills or printed or written literature of any kind to other employees during work time is prohibited.
- 28.3 The Department Head or Human Resources may authorize the advertisement of discounts for area businesses by leaving information in the employee break areas.
- 28.4 The Department Head or Human Resources may authorize fund drives by employees on behalf of charitable organizations or for employees' gifts and the use of e-mail if the use is considered de minimus.
- 28.5 City employees may continue to post solicitations for Girl Scout cookie drives, pizza sales for schools and other similar activities by leaving information in the employee break areas or through e-mail if the use is considered de minimus.
- 28.6 Generally the City's bulletin boards are intended to be used for business-related purposes. Absent prior authorization from the Department Head or Human Resources, the posting of other items not directly related to work is not allowed. However, the posting of personal items for sale or rent such as would appear in the classified section of a newspaper (e.g.; cottage rental, auto for sale) is permitted. With appropriate approval e-mail may be used if the use is considered de minimus.